

## **CMC REQUIRED PROCEDURES**

The following information is provided as guidance for Federal Government, Contractor and Military entities authorized to send COMSEC and classified non-COMSEC materiel items to the Classified Materiel Conversion (CMC) for declassification, destruction and disposition.

**Please review these procedures thoroughly and ensure that this information is widely distributed throughout your appropriate command chains and management structures.**

### **REQUIRED CMC PAPERWORK - RECEIPT FOR DESTRUCTION**

The CMC Receipt for Destruction **is the only paperwork required** when shipping and/or delivering materiel items. Additional forms or paperwork will not be accepted and any additional documents will not be returned. Please use **only** the Adobe version of the receipt, revision date **13 January 2009**, found within the series of links on the CMC web page. Reference the **“Contact Information”** section below for web page addresses.

### **ADDITIONAL PAPERWORK FOR CONTRACTORS**

In addition to the CMC Receipt for Destruction, all contractor entities delivering or shipping materiel items **are required** to provide a completed copy of the Contractors Approval Form (CAF). If submitting the CAF with a contract number, the bottom portion of the form must be completed by the Contracting Officer Representative (COR). Possession of multiple contracts requires providing individual CAF's and submission of these forms relative to the materials sent for destruction. The COR signature must be updated whenever changes to the contract occur and signatures must not exceed one year after submission. If submitting the CAF with a COMSEC Account Number, the bottom portion of the form may be completed by the COMSEC Custodian.

The CAF can be found on the CMC web page. Reference the **“Contact Information”** section for web page addresses.

## REQUIRED INFORMATION FOR COMPLETION OF THE CMC RECEIPT FOR DESTRUCTION

Use **only** the Adobe version of the CMC Receipt, revision date **13 January 2009**, obtained from the series of links on the CMC web page. Recreations or modifications of the original CMC Receipt for Destruction will not be accepted. Reference the **“Contact Information”** section below for web page addresses.

The Receipt for Destruction **must** contain the following information and please write legibly when filling out the form:

- Date of completion
- Assigned Customer ID Number (CIN). The CIN **is not** a UIC or assigned COMSEC Account Number
- Full name of Government or Contractor entity. Military entities are to provide specific organizational name and command information (i.e., Division, Regiment, Battalion) **without using acronyms**.
- Complete mailing address (CONUS military locations provide street, city and state as opposed to APO AE/AP addresses)
- Point of contact, unclassified phone, fax and E-mail address
- Middle portion of the receipt should list quantity or poundage estimate of materiel items. Materiel items are measured in pounds, with the exception of Blackberry's and Hard Drives, which are measured in quantity. Darkened or greyed areas on the receipt signify **“do not write in that space.”** Do not fill in blank spaces with zeros, slashes, N/A, etc. Additional verbiage is prohibited in the quantity and pounds columns and do not add additional text in the margin areas. An exception is when sending multiple boxes (See Requirements for Completion of the CMC Receipt for Destruction (Shipping) Section below.
- Materiel items not listed that have been approved by the CMC for acceptance should be entered in the section entitled **“Other Material's.”** Provide materiel description and quantity in the blocks provided on the receipt. Example: KOV-14's (10); KSV-21's (3), etc.

## PROCEDURES FOR OBTAINING AN ASSIGNED CUSTOMER IDENTIFICATION NUMBER (CIN)

A CMC Account is to be established **before** sending or delivering materiel items to the CMC. Upon initial establishment of an account a Customer Identification Number (CIN) will be assigned by the CMC Office and e-mailed to the requesting entity in the form of a CMC Policy Letter. The Policy Letter will outline the responsibilities of the requesting entity in conjunction with the handling, protection and dissemination of the assigned CIN. To request an account please e-mail to: [cmc@nsa.gov](mailto:cmc@nsa.gov).

Prior to requesting an account please check with your appropriate command structure and/or management chain to determine if a CIN has previously been assigned by the CMC Office. The CIN is designated with a capital "G" to signify a Government account and a "C" to signify a Contractor account. The capital letter is followed by a minimum of one to a maximum of four digits.

As an account holder, your facility is responsible for establishing a POC that will provide oversight to ensure CMC procedures are followed. The POC is responsible for contacting the CMC Customer Service Office for any informational changes to the account.

#### **HANDLING, PROTECTION AND DISSEMINATION OF AN ASSIGNED CUSTOMER IDENTIFICATION NUMBER (CIN)**

The CMC Office currently manages over 6,500 individual military, government and contractor accounts and **will not** be responsible for informing account holders on multiple occasions as to their assigned CIN. Therefore, please read and disseminate the following information throughout your appropriate organizational command chain and management structures for immediate implementation. This is CMC Policy and will be strictly enforced:

**It is the sole responsibility of the account holders to ensure that the assigned CIN is handled, protected and disseminated to all present and future assignees of their specific organizations.**

**Multiple requests for disclosure of a previously assigned CIN will not be addressed unless requested by the Organizational Commanding Officer (Military) or Executive Management chain (Government or Contractor).**

**Non-compliance with this policy may result in non-return of materiel items, non-return of CMC Receipt for Destruction and/or suspension of destruction services.**

## REQUIREMENTS FOR COMPLETION OF CMC RECEIPT FOR DESTRUCTION (SHIPPING)

When shipping materiel items to the CMC the following procedures will apply:

When shipping separate packages, an itemized copy of the CMC Receipt for Destruction is required for **each** package. In addition, Government and Military entities are required to enclose a self-addressed envelope for **each** package. Contractor entities are required to enclose a completed Contractors Approval Form (CAF) and a self-addressed envelope **with proper postage or FED EX envelope with account information** for **each** package. All envelopes should be **properly sized**, paper clipped to **each** CMC receipt and placed inside **each** package. Itemize on **each** CMC receipt the materiel items and quantities/pounds you have placed in **that particular package**. Indicate in the white space on top of each CMC receipt the **total number of separate packages** sent in the shipment. For example, if shipping (2) separate packages, label the receipts as follows: Receipt #1 (Package 1 of 2); Receipt #2 (Package 2 of 2). Individual packages must not exceed **40 pounds** in total weight.

When shipping packages that have been palletized and shrink wrapped, it is permissible to use **one itemized** CMC Receipt for Destruction for **each pallet**. Itemize on **each** CMC receipt the material items and quantities/pounds placed on **that particular pallet**. Government and Military entities are required to enclose a self-addressed envelope for **each** pallet. Contractor entities are required to enclose a completed Contractors Approval Form (CAF) and a self-addressed envelope **with proper postage or FED EX envelope with account information**. All envelopes should be **properly sized**, paper clipped to the receipt and enclosed in one of the packages for **each pallet**. Write the words **"PAPERWORK ENCLOSED"** on all sides of the package in which the paperwork and envelope was inserted and place that package on top so it will be opened first. Indicate in the white space on top of **each** receipt the **total number of pallets in the shipment**. For example, if shipping (2) pallets, label the receipts as follows: Receipt #1 (Pallet 1 of 2); Receipt #2 (Pallet 2 of 2). There is no weight limit on individual packages when palletizing and shrink wrapping.

Larger shipments may be required to be packaged in a 4 foot x 4 foot x 4 foot tri-wall palletized container. Please check with the CMC Customer Service Office prior to sending shipments.

When sending FED EX envelopes for the return of the CMC Receipt for Destruction, make sure the return label contains your return address information as both the **sender and recipient along with your billing information** in order that FED EX will charge your account for the return postage.

#### REQUIREMENTS FOR COMPLETION OF CMC RECEIPT FOR DESTRUCTION (DELIVERING)

When delivering material items hand carry 2 completed copies of the CMC Receipt for Destruction. Self-addressed or FED EX envelopes **are not required** as delivery personnel will receive a signed and dated copy of the CMC Receipt upon acceptance of your shipment. Contractors are also required to provide a current Contractor Approval Form (CAF) along with the CMC Receipt for Destruction.

Reference the **“Required Information for the Completion of the CMC Receipt for Destruction Section”** for guidance.

#### SUBMISSION OF A VISITOR REQUEST (VR)

Prior to delivering materiel items to the CMC, the submission of a Visitor Request (VR) **is required 2 business days (48 Hours)** in advance of your requested delivery date.

The VR is sent via fax to (301) 688-5468 and **must** contain the following information:

- Full name of Government, Contractor or Military entity. **When identifying military organizations please spell out the complete organizational name and never use acronyms.**
- Assigned Customer Identification Number (CIN).
- Complete Mailing Address
- Point of Contact and Commercial Phone/FAX Number
- Date of Visit (Provide One Primary and Two Secondary Dates)
- List **each** Materiel Item to include **QUANTITY (for Hard Drives and Blackberry's) and a POUNDAGE ESTIMATE** for all other Items.
- **Full name, Full Social Security Number, and Date and Place of Birth** for each individual. If Military, identify Branch of Service

represented and Rank. If a contractor employee provide the name of company represented

- All visitors **MUST BE U.S. CITIZENS.**

Upon approval, the POC will be contacted by phone or e-mail to confirm visit date and provide specific delivery instructions.

If an approval was not confirmed prior to your requested primary date of delivery, contact the CMC Customer Service Office to confirm that your request was received.

### **PRE-APPROVAL REQUIREMENTS FOR CONTRACTOR ENTITIES**

Contractor entities sending or delivering classified materiel items to the CMC, must receive pre-approval from the CMC Office by the completion and submission of the **Contractors Approval Form (CAF).**

The submission of the approval form is to verify that:

1. The contractor is sending COMSEC materiel items covered under a current COMSEC Account Number, or;
2. Non-COMSEC classified material items under a current contract with a U.S. Intelligence Community (IC), U.S. Federal Government or Military entity that has agreed to provide the contractor with Government Furnished Equipment (GFE).
3. The CMC will accept non-COMSEC contractor owned classified items **if they contain direct and only direct NSA information.**
4. Contractor entities are responsible for updating COMSEC and Contract information previously submitted to the CMC via submission of a Contractor Approval Form. The Contractor Approval Form can be obtained within the series of links on the CMC web page. Reference the **“Contact Information”** section listed below for web page addresses.

### **EXAMPLES OF UNACCEPTED MATERIEL ITEMS (LIST NOT ALL INCLUSIVE)**

The following materiel items are not accepted by the CMC and are subject to immediate return:

- Whole Pieces of Equipment
- Computer Towers
- Laptops
- Computer Monitors
- Keyboards
- Printers and Printer Components (Toner Cartridges, Drums, Fusers and Rollers)
- Copiers and Copier Components
- Telephones or General Office Equipment
- Cables and Wires
- Routers and Switches
- Hard Drives that have been degaussed through the utilization of NSA approved destruction equipment, or have been drilled, punched, hammered or mutilated in any way
- All Unclassified Materiel's that DO NOT CONTAIN PERSONAL IDENTIFIABLE INFORMATION (PII)
- Contractor owned or purchased classified material (non-GFE) that DOES NOT CONTAIN DIRECT NSA INFORMATION
- Contractor owned unclassified materials that are not relevant to NSA

#### ACCEPTED MATERIEL ITEMS, SHIPPING INSTRUCTIONS/ADDRESSES

Non-COMSEC materiel items classified at the overall level of SECRET AND BELOW may be shipped via Registered Mail or FED EX. Materiel items classified at the overall level of ABOVE SECRET should be shipped DCS.

COMSEC materiel items classified at the overall level of CONFIDENTIAL OR ABOVE MUST be shipped DCS.

## **ACCEPTED MATERIEL ITEMS**

Aluminum Disks/Products

Computer and COMSEC Chips

Film

Magnetic Media

Fortezza Cards (KOV14's)

KSD-21's and KDS-64's

Microfiche

Mylar/Paper Tape

Paper (Water Soluble)

Identification (CAC) Cards

\* **Pagers, PDA's, Cell and Smart Phones**

\* **Blackberry Devices**

\* **Printed Circuit Boards**

# **Hard Drives**

**\*REMOVE ALL POWER SUPPLIES AND  
BATTERIES**

**#HARD DRIVES MUST BE IN THE ORIGINAL  
CONDITION AS RECEIVED FROM THE  
MANUFACTURE. ALL MOUNTING  
BRACKETING, FRAMING, PROTRUDING  
SCREWS, BACKING PLATES AND CIRCUIT  
BOARDS MUST BE REMOVED PRIOR TO  
SENDING TO THE CMC**

**MATERIELS NOT LISTED ABOVE MUST BE  
APPROVED BY THE CMC PRIOR TO  
SHIPPING OR DELIVERING TO OUR  
FACILITY**

## **SHIPPING INSTRUCTIONS AND ADDRESSES**

**IF OVERALL CLASSIFICATION OF *NON-  
COMSEC* ITEM LISTED ON LEFT IS AT THE  
LEVEL OF:**

**SECRET & BELOW**

**Send Via Registered Mail or FED EX**

**TO: National Security Agency**

**ATTN: CMC-Suite 6875 or 6890**

**9800 Savage Road**

**Fort George G. Meade, MD 20755-6890**

**IF OVERALL CLASSIFICATION OF *NON-  
COMSEC* ITEM LISTED ON LEFT IS AT THE  
LEVEL OF:**

**ABOVE SECRET**

**Send Via Defense Courier Service (DCS)**

**HKD129**

**449563 BA20 021**

**FILM DESTRUCTION FACILITY**

**IF OVERALL CLASSIFICATION OF *COMSEC*  
ITEM LISTED ON LEFT IS AT THE LEVEL OF:**

**CONFIDENTIAL & ABOVE**

**Send via Defense Courier Service**

**To the DCS Address Listed Above**

**WHEN SENDING COMSEC MATERIELS AN  
SF-153 IS NOT REQUIRED**



## **SUMMARY**

Please keep in mind that the procedures outlined in this document do not cover every contingency and circumstance. Specific issues not covered should be directed to the CMC Customer Service Office.

Failure to follow CMC procedures will result in a CMC Corrective Action Report included with your return copy of the CMC Receipt for Destruction, or an e-mail notification by the CMC Customer Service Office. Once received, it is expected that your command or management chain will take immediate corrective action on each procedural violation listed. We strongly suggest that prior to sending or delivering material shipments that you review this document thoroughly and contact the CMC Customer Service Office with specific questions.

The CMC is a logistics organization and as such, we do not provide specific guidance on packaging and wrapping. All questions pertaining to packaging and wrapping should be directed to your appropriate military, government or contractor security office.

Along those same lines, the CMC is not a COMSEC organization. Therefore, when sending COMSEC materials to the CMC you are requesting that only a destruction service be provided. The items are not transferred to the CMC as we do not have a COMSEC Account Number in which to transfer. Therefore, an SF-153 **is not required** when sending COMSEC material shipments. Please retain the SF-153 until you receive your signed and dated copy of the CMC receipt verifying destruction. Attach the CMC receipt to your SF-153 and forward through the COR to have the materials removed from your records.

Please be advised that Report of Shipments (REPSHIPS) should not be sent to the CMC Customer Service Office. Send all REPSHIPS via unclassified fax to the CMC Degaussing Office at the number listed in the Contact Information Section below.

Materiel items listed as ‘unaccepted’ or not listed as an ‘accepted’ item in the chart above, are subject for immediate return. If your organization is in possession of a classified materiel item not listed in this document and wishes to make an inquiry as to CMC acceptance, please contact the CMC Customer Service Office on 301-688-6672 or e-mail to: [cmc@nsa.gov](mailto:cmc@nsa.gov).

## **CONTACT INFORMATION**

**CMC Customer Service Office:**

**Phone: 301-688-6672/ FAX: 301-688-5468**

**E-Mail Address:**

[cmc@nsa.gov](mailto:cmc@nsa.gov)

**CMC Web Page Address:**

[www.nsa.gov/cmc](http://www.nsa.gov/cmc) or [www.nsa.gov/cmc/index.shtml](http://www.nsa.gov/cmc/index.shtml)

**CMC Degaussing Office:**

**Phone: 301-688-6136**

**FAX: 301-688-5270**

**Media Technology Center:**

**Phone: 301-688-1053**

**COMSEC Information Office:**

**Phone: 410-854-6791**